

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
PROCESSING TECHNICIAN  
DRUG CONTROL DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Job Posting No:** 9411  
**Hours:** 40 Hours / Week  
**Salary:** CL 16 / \$42,755 - \$55,910 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**  
**Closing Date:** November 20, 2012

**Position Description:** Anticipated duties of this position as a Processing Technician for the Commission of Pharmacy in the Drug Control Division of the Department of Consumer Protection include, but are not limited to; creating templates and fillable PDFs for the Commission; designing, implementing and maintaining a paperless system for areas of Commission oversight; designing and maintaining Commission record systems and record retention policy; composing complex reports, letters, and correspondence for the signature of either the Drug Control Division Director or Commission; performing presentations and in-services for the Commission at regional schools and colleges of pharmacy; analyzing data on pharmacists, pharmacies, pharmacy technicians and how said data relates to and impacts the regulations and statutes of the Pharmacy Practice Act and the Controlled Substance Act; reporting findings to either the Drug Control Division or Commission and making recommendations based on said findings; assisting in the development and provision of questions to NABP for the Connecticut jurisprudence examination independent from the Drug Control Division Director; utilizing data gathered from the Prescription Monitoring Program and/or the Medical Marijuana Program with data from the Commission or the Drug Control Division for report generation; resolving issues on non-compliance with the goal of presenting said issues to the Commission; troubleshooting issues that will arise regarding foreign pharmacy graduates, pharmacy students, pharmacist licensure, pharmacies, non-resident pharmacies, pharmacy technicians, pharmacy interns and non-legend drug permits; resolving any conflicts that may arise between other pharmacy boards and NABP; assisting the Drug Control Division Director with projects involving prescription error prevention and product contamination; preparing the Commission meeting agendas; conducting Commission meetings; preparing Commission meeting minutes; completing all work generated from Commission meetings; monitoring compliance with settlement agreements (i.e. counseling, drug screens, etc.); maintaining the HIPDB.

**Preferred Knowledge, Skills and Abilities:** Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

**Eligibility Requirement:** Candidates must have applied for and passed the Processing Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position and whether they are on a current Processing Technician exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist  
DAS / SmART-HR  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106  
Confidential Fax: (860) 622-4924 (preferred method)  
Email: carolyn.kozak@ct.gov

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.